

**COUNSELOR NOTIFICATION FORM**  
**Due 3 Weeks Prior to Your First College Application Deadline**

Student: \_\_\_\_\_ Counselor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**VERIFY** each college's deadline and decision options for accuracy on the college's website.

College/University	Major	College Due Date	Early Decision (v)	Early Action/ Priority (v)	Regular/ Rolling Decision (v)	Common App. (v)	SUNY App. (v)	Other App. (v)

**All items below must be completed before your school counselor will accept this form.**

- Logged in to Naviance & completed "Colleges I'm Applying To" section, including transcript requests
- FERPA has been completed
- Resume is created in Naviance
- Teacher Recommendations are requested (if required)
- Counselor Recommendation Form completed (if required)
- SAT/ACT scores have been electronically sent (if required)